

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ 4 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ 6 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
 Working papers needed for reference when current examinations being conducted by foreign state. Six (6) year retention will insure one (1) previous examination's working papers are available when current examination is being conducted.
 NRF 8/7/89.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☒ Transfer to State Records Center; hold _____ 4 _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Revision to application approved by Donald Walker, Assistant Director - Chief Examiner on 8/7/89. NRF.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ralph Long</i>	7-3-89	<i>Fred Anderson</i>	7/13/89
890714-02		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
89064		<i>W.H. Lopez</i>	8-11-89
		Secretary of State/Designee	Date
		<i>Edward Weiler</i>	8/10/89
		Governor	Date
		<i>W.H. Lopez</i>	8/14/89
		Attorney General/Designee	